

Policies and Procedures for NA MITP

RCONA will not be organizing MITP. The Neighborhood Association now can put together their own MITP. It is the NA's responsibility to Finance, Market and have Volunteers to put on a MITP under the RCONA umbrella.

The following procedures must be followed:

1. An NA can do their own MITP or work with another neighboring association to reduce costs and manpower.
2. An NA will do their own marketing. NAs doing MITP can work together to create a flier and a distribution method. The RCONA booth equipment is available to any NA that wants to promote their MITP. NA should assign one person to be on the MITP committee. This committee will lead all marketing projects.
 - a. RCONA will reimburse up to \$100 for advertising expenses. Once the rcona budget limit is reached, no more money will be available.
3. A NA will provide their own funding for Park rental and Movie licensing.
 - a. That cost will be paid directly to the city for all park fees and Swank for all licensing fees.

Fee estimates: Park fee \$380, Swank license \$350, Movie purchase \$25, MITP flyers \$50.
 - b. The MITP must be under the RCONA banner to get the RCONA liability Ins.
4. The NA will pick their own movie and MITP date. Movies should be screened first to make sure they are age appropriate to general audiences, meeting industry standards of PG-13 or higher.
5. The NA buys the movie selected. Food to be provided by NA if desired.

Neighborhood Association	RCONA
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3. A NA will provide their own funding for Park rental and Movie licensing.	<p>Park rental and Movie licensing cost will be paid directly to the city for all park fees and Swank for all licensing fees.</p> <p>Fee estimates: Park fee \$380, Swank license \$350, Movie purchase \$25, MITP flyers \$50.</p> <p>The MITP must be under the RCONA banner to get the RCONA liability Ins.</p>
4. The NA picks their own movie title and MITP date. Food to be provided by NA if desired.	The NA buys the movie DVD.